

NOTICE TO EMPLOYEE
Labor Code section 2810.5

Employee Name: _____

Employer: Associated Students of Stanford University (ASSU)
Stanford Student Enterprises (SSE)

Address: 520 Lasuen Mall, Ste. 103
Stanford, CA 94305

PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: *(Check one)*

- ___ 1. **HOURLY EMPLOYEES:** Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code section 245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ___ 2. **STIPEND EMPLOYEES:** Employer provides no less than 24 hours of paid sick leave at the beginning of each 12-month period.

ACKNOWLEDGEMENT OF RECEIPT

Signature of Employee

Date